

WAUKESHA COUNTY FEDERATED LIBRARY SYSTEM BOARD MINUTES
April 21, 2009

PRESENT: Dick Brandt, Jo Kapfhammer, Sharon Leair, Gay Alberts Ruby, Fritz Ruf, Jeff Steliga; Peter Wolff

EX OFFICIO: Tom Hennen, System Director; Jane Ameel, Resource Library Director; Heidi Cox, APL Representative

OTHERS: Claudia Backus, Library Services Specialist; Bill Duckwitz, County Budget Analyst; Laurie Freund, Interlibrary Loan Librarian; Sandy Jaeger, System Secretary

Gay Alberts Ruby called the meeting to order at 6:35 p.m. at the Waukesha Public Library. There were no comments from the public. A Ruf/Wolff motion to approve the March minutes passed unanimously.

FINANCIAL REPORT AND ACTION ON THE BILLS

Tom explained that the Fund 105 Bill List represents the county funds paid to libraries to reimburse them for serving non-residents. The Fund 110 Bill List is larger than usual because we are paying member libraries for their service to residents of Lakeshores Library System. A Ruf/Wolff motion to approve the Fund 105 Bill List for \$1,373,175.50 and the Fund 110 Bill List for \$55,184.43 passed unanimously.

Tom noted a correction on the Financial Report - we have more money in the bank than we thought. Column AJ, line 15 should read \$1,215.00, not (\$581.00). A Ruf/Leair motion to receive and file the financial report passed unanimously.

We hope to receive confirmation soon that Dick Brandt's appointment to the WCFLS Board has passed the County Board. He has been on the WCFLS Board previously, and is currently president of the Brookfield library board. Dick Brandt added that he works full-time at United Way in Milwaukee, which is one of the few major United Ways that achieved their goal for 2008. He also serves on the WCTC board. Gay asked about the status of Elaine Spelius' appointment. Tom replied that he expects her appointment to be approved at the May County Board meeting.

REPORTS

APL Representative's Report: Jane Ameel reported that there was no quorum for the APL meeting.

Resource Library Director's Report: Jane reported that the Waukesha Public Library started its remodeling project last week. This will involve an expansion of the Children's department on the second floor. However, there are no footings to support this expansion. To create the necessary support, eight columns will be installed on the first floor. In the meantime, the first floor collection has been rearranged in the remaining space. The project is expected to take about 10 months.

WCFLS Staff Reports: Claudia Backus asked Board members to keep two possible dates free on their calendars for this year's Trustee Dinner. The event will once again be held at the Merrill Hills Country Club on either October 1 or October 7 depending on our speaker, Stuart Stotts. An upcoming workshop will cover issues of open access in libraries and how to deal with legal issues involving problem patrons. Laurie stated that she had nothing to add to her written report.

WCFLS Director's Report: Tom Hennen noted that Sharon Leair had asked this office for the e-mail addresses of WCFLS Board members. Tom said that caution was needed when library system board members e-mail each other, so as not to infringe the state open meeting law. You can't correspond with one another or have a conversation with each other online. Please use care and caution.

BUSINESS

Library Standards: All 16 libraries met the standards. Three would not have met the standards if they had been phased in to 100% of the state "basic standard." Tom asked for approval of the report, so he could send it to the County Board. That begins the process by which libraries can exempt themselves from the county library levy. A Steliga/Leair motion to approve the *Report on County Library Standards - April 2009* passed unanimously. Sharon Leair asked whether the three libraries that showed deficiencies did so because of staffing levels. Tom said yes. Jo Kapfhammer thought they had had enough time to increase their staffing levels. Tom explained that, in the case of Pewaukee, when the village and city created the joint library, the service population increased dramatically, thus increasing the standard levels Pewaukee had to meet. At that point, the standards were just beginning to be phased in, and to qualify, a library had to meet 75% of the state basic staffing standard, which Pewaukee did. Now we have halted the phase-in of the standards at 90% of the state basic rates, due to state tax caps. If the phase-in had continued to 100% of the state basic rate, Pewaukee would not have met it. Fritz told us that the village says, "If you meet the standards, you can't spend any more money on staff." Tom continued by explaining that New Berlin and Muskego have historically had less staff. One purpose of the standards is to encourage libraries to provide a sufficient level of service that their residents do not go to use other libraries and become crossover borrowers.

LSTA Grant Application: The federal government gave the state \$200,000 more than they were anticipating. The plan is to funnel this into programs that help to relieve employment issues. We will be eligible for \$13,200. These LSTA funds are being made available on a different timeframe than usual, which causes a problem with the county budget process. We are supposed to give notice of "intent to apply" for a grant, but we didn't know about this in the usual time frame. We will have to change our budget. Laurie Freund explained that Learning Express has created a library database that helps people improve their employment skills. It includes tutorials on skills such as math, reading, computer skills and test taking skills, as well as a Spanish component. It would help people who are unemployed. Tom gave an example of a laid-off

truck driver, who didn't have any computer skills. That seriously limits his job-hunting ability. However, library staff can not spend their time teaching people how to use Microsoft Word. They could help this person sign up on Learning Express. Using his library card, he could study at home. A Leair/Steliga motion to approve the grant application passed unanimously. Jo felt it was important to get the word out, but \$1,400 for marketing the program is a small amount. Laurie responded that WCFLS will work with the Workforce Development Center and with La Casa de Esperanza to get the word out to their service populations, as well as doing a press release. Dick Brandt suggested that a link should appear on all library websites.

Intercounty Funding for 2010: Tom offered this report for Board members' information. It shows how much WCFLS libraries can claim from libraries in adjacent counties for serving their residents. Lakeshores Library System (Racine and Walworth counties) has had a long-standing agreement with WCFLS for mutual intersystem borrowing payments. WCFLS distributes this money to our member libraries. Other counties pay our libraries directly. Tom explained that our agreement with the Lakeshores Library System was based on different parameters than Act 420 uses. It was based on all circulation (not just TNR circulation) at half the state-wide average cost/circulation (not 70% of the library's cost/circ). Muskego has a high cost/circulation and Mukwonago has a low one. Mukwonago has a lot of use by East Troy (not a TNR community). If we began by implementing Act 420 as written, Muskego's revenue from Lakeshores would have gone up very fast and Mukwonago's would have gone down just as quickly. WCFLS negotiated a formula to do that more gradually. Tom thought WCFLS would get exactly what Act 420 calls for, and we would distribute it to our member libraries. Bernie Bellin, the director of Lakeshores Library System viewed things differently. They will give us 50% of half the state-wide average of crossover borrowing and move it up to 70% for TNR. That is better for our libraries, so Tom didn't disagree with him. Bernie will be retiring soon, so Tom got his agreement in writing. If a new director comes in and wants to do exactly what is prescribed by Act 420, we would have a distribution problem. Tom will get a contract between WCFLS and Lakeshores approved as soon as possible.

Annual Report: Tom presented a narrative version of WCFLS annual report for 2008. The information required by the state is very sterile. Tom added that he likes numbers, but they are not the only thing. This report tells more about what we do. In response to a question by Fritz, Tom said that library system state aid will probably increase 1.5% in 2010 and 3% in 2011. However, he is concerned that the source of the revenue is the Universal Service Fund (on your phone bill). The USF was originally put in place to extend phone service, then Internet, then library service to rural areas. Now it has become 100% of our revenue. Once library systems are removed from the general revenue fund, it will be hard to get back on. More and more people now only have cell phones, no land lines, so we have a declining source of revenue.

Next Meeting: Tuesday, May 19 at 6:30 p.m. at the Pauline Haass Public Library in Sussex.

A Steliga/Ruf motion to adjourn at 7:25 p.m. passed unanimously.

Minutes prepared by Sandy Jaeger
WCFLS SECRETARY

Respectfully Submitted:

Fritz Ruf
BOARD SECRETARY